

TRANSMITTAL SLIP		1 A 85
TO: ADDA		
ROOM NO.	BUILDING	
REMARKS: <i>File : Safety Committee</i>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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MINUTES
OF THE 25 JULY 1985
CIA OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

1. James H. McDonald, Associate Deputy Director for Administration and Chairman of the CIA Safety Committee, opened the meeting by asking the attendees to introduce themselves. In attendance were: [redacted] (ICS); [redacted] (DCI Area); [redacted] (O/DDA); [redacted] (DDI); [redacted] (DDO); [redacted] (DDS&T); [redacted] (DDA/OC); [redacted] (OMS/Safety Div.); Dr. Tharp (DDA/OMS); [redacted] (OGC); [redacted] (DDA/OP); and [redacted] (DDA/OS).

2. Following introductions, [redacted] Chief, Safety Division/OMS, gave a briefing on the objectives of the CIA Safety and Health Program. He advised that the Program formerly fell under the Office of the DDA and, as of January 1985, was transferred to the Office of Medical Services. [redacted] answered questions as to reasons for this change and if there were any problems. He explained that Safety Staff was a part of the O/DDA Staff for two years because it was not a large enough function for a separate office. Many functions involve a variety of healthful working environments; and the DDA felt it was more appropriate to have it placed under the Office of Medical Services, changing the name to Safety Division.

3. [redacted] also received questions as to advantages of the new system. [redacted] noted the following accomplishments and advantages of Safety Division being under OMS:

a. There are [redacted] who will be trained and provided equipment to conduct noise and light studies and will also test resuscitators.

b. Two regional RMO conferences a year are scheduled. Each RMO attends one at which time safety and fire protection training will be provided.

c. Medical Services Officers will be trained in noise and illumination studies and will test resuscitators when they are TDY.

d. Safety Division will conduct seven 5-day safety courses a year in addition to routine safety, electrical, and fire protection instruction.

e. On 1 March 1985, a Safety Officer was detailed to fill the Safety Officer position in the Special Collection Service and one has already been established in the Office of Communications.

f. Major efforts are being pursued to establish a part-time Staff Safety position [redacted].

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g. There are two separate contracts for processing X-ray badges, these have not yet been consolidated under one contract. Also, there were two laboratories conducting tests. This function has now been consolidated.

h. There are now closer coordinations between the Industrial Hygienists, Health Physicist and the Environmental Health and Preventive Medicine Officer.

i. OMS has a quarterly Newsletter which Safety Division provides input.

j. There is a one-week Basic Safety and Health Course, and ^(7 presented) ~~the VDT and~~ Alcohol programs, ~~are covered in these.~~

25X1 [] further noted that there were 37 ^{employees} ~~injuries~~ in 1984, ^{who had} ~~of which some of~~ the same people had two injuries each. Additionally, there are ~~three~~ ^{two} categories of injuries which the Psychological Services Division is considering investigating to determine if they were due to unsafe personal acts or unsafe personal factors.

25X1 4. Upon conclusion of [] briefing, [] C/Occupational
25X1 Health Branch/Safety Division, gave an update on the Agency's Asbestos
25X1 Abatement Program. [] explained that asbestos (a naturally
occurring fibrous mineral) is located in each drawer head strip of Remington
Rand safes and not within the inner liner or firewall. Asbestos is not a
hazard while bound inside a substrate, like a woven strip. To become a hazard,
it must become airborne and be inhaled at significant levels. Analytical
monitoring has demonstrated that the levels of airborne asbestos generated by
a typical RR safe was insignificant, and compatible with those levels
typically encountered in an outdoor environment. All RR safes in the
metropolitan areas were inspected in April 1985 and the strips were found to
be in good condition. In response to employee concerns, all RR safe strips
were encapsulated but it is only an interim abatement measure and all RR safes
are due to be replaced depending on funding. [] stated that OL has been
25X1 advised that if they plan to bring anything on the compound that contains
asbestos, Safety Division must be notified.

25X1 5. Mr. McDonald then asked everyone if they had a chance to look at the
25X1 Annual Safety Report which was provided to all the members. It shows a
25X1 significant increase in several areas. [] asked how those figures
compare with other large agencies? [] stated that the Agency has a 50
percent lower than overall government average. [] stated that the
statistics had been further broken down in this annual report and if there
were any suggestions for change or if a further breakdown is required to
please advise him.

6. For new business, Mr. McDonald asked Safety Division to take a look at the new parking garage to see if it is well lighted, has enough access roads, etc.

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25X1 7. [] stressed the importance of the Safety Committee and the fact
that there should be continued dialogue between members and employees within
their Directorates. Queries should be made as to how the Committee can help
25X1 the employee. Of the kinds of employee complaints received, what should be
brought to the Safety Committee's attention? [] felt that the Committee
was not taking full advantage of itself for its employees in the past. He
reiterated that the Agency is subject to inspection by OSHA representatives.
We therefore plan to proceed with the Committee concept in our attempts to
provide for the highest standards of safety for our employees.

8. Mr. McDonald suggested that an Employee Bulletin be published
indicating the Safety Committee Directorate representatives and to let the
employees know about the Committee functions and the fact that they were
appointed to assist with the employees health and safety.

25X1 9. [] stated that there is a safety enhancement budget.
Mr. McDonald then commented that there may be some benefit for the
Directorates to acquire items that are for the safety of personnel rather than
strictly for the Office environment.

10. There was no further business, and the meeting was adjourned at 1500
hours.

25X1 []
James H. McDonald
Chairman, Safety Committee

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